

**U.S. Embassy Kabul  
Human Resources Office**

**VACANCY ANNOUNCEMENT: SENIOR VISA ASSISTANT (FSN-8)**

Announcement Number: **14-079/14-079T**

**OPEN TO:** All Interested Candidates (Women are Encouraged to Apply)

**POSITION:** Senior Visa Assistant (FSN-8)  
Trainee Level (FSN-7)

**OPENING DATE:** May 07, 2014

**CLOSING DATE:** May 21, 2014

**WORK HOURS:** Full-time, 40 hours/week

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**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Kabul is seeking an individual for the position of Senior Visa Assistant (NIV) with the Consular Section.

**BASIC FUNCTION OF POSITION:**

As the senior LE staff member in the nonimmigrant visa (NIV) unit, incumbent supervises and plans the work of the NIV unit and provides guidance and training to two FSN-7 visa assistants. The incumbent additionally processes incoming visa applications, and screens incoming documentation to organize and track visa applications according to a relatively complicated set of laws and procedures. Incumbent accurately responds to a myriad of inquiries and requests for information from the public, Ministry of Foreign Affairs, National Visa Center and DHS via mail, phone calls, and e-mails, while consistently demonstrating good customer service skills. He or she distinguishes between multiple complex visa categories and their specific requirements to accurately process applications and draft security advisory opinions.

**QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

**VA 14-079 Full Performance Level:**

**Education:** Completion of high school is required.

**Experience:** Must have at least one year, preferably two, of consular or customer service work and/or work applying regulations.

**VA 14-079T - Trainee Level:**

**Education:** Completion of high school is required.

**Experience:** Must have at least 6 months, preferably one year, of consular or customer service work and/or work applying regulations.

**Language:** Should be fluent in Dari and English (oral and written); should be able to read and decipher complex U.S. immigration laws, policy and FAM entries, as well as inquiries from the public, and explain them in English (both written and oral).

**Knowledge:** Trainee Level: Basic Knowledge of U.S. immigration laws and customer service skills. Ability to learn visa processing procedures, understanding of the importance of attention to detail and teamwork.

Full Competency: Detailed knowledge of U.S. nonimmigrant visa laws, including, official, student, business /tourism, transit, exchange visitors, and artists/performers visas. Understanding of all visa processing procedures, including, taking fees, entering applications, drafting security clearance requests, and printing visas on controlled visa foils.

**Abilities and Skills:** Data entry using consular software, Microsoft office suite, cashier software, including the ability to properly account for approximately \$100,000 per month in fees. Customer service skills, especially providing detailed information on visa applications procedures and immigration law in person, by phone and over email. Translations services for visa interviews.

## **HOW TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may also send a current resume or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://kabul.usembassy.gov>
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office, U.S. Embassy, Kabul.

**Applications should be submitted through e-mail to this address:** [kabuljobs@state.gov](mailto:kabuljobs@state.gov)

Subject line must be: (Senior Visa Assistant VA 14-079 & 14-079T) or your application may not be considered.

**Please note that if your application was successfully received you should receive an auto reply email noting such. Keep the email for verification purposes. If you did not receive an auto reply message, please contact us at [KabulHRrecruiting@state.gov](mailto:KabulHRrecruiting@state.gov).**

**CLOSING DATE FOR THIS POSITION: (05/21/2014)**

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

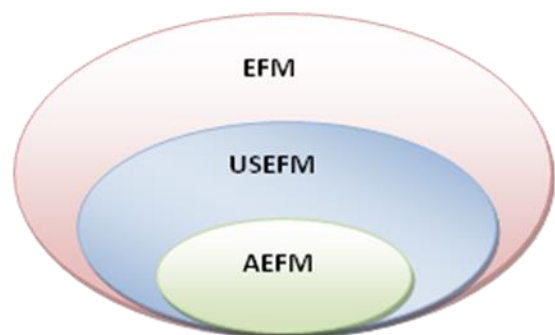
## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

The U.S. Mission in Kabul provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A** **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

### **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills

R. Work Experience  
S. References

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